

25 August 1960

MEMORANDUM FOR: CIA Career Council, Chairman

SUBJECT : Preparation of CIA Candidates for the Senior
Officer Colleges

1. CIA graduates of the senior officer colleges have emphasized to me how important it is that each CIA candidate be well-informed on the overall mission, organization, responsibilities, functions and--in general terms--the current activities of this Agency. In some instances, however, it has been found that although the CIA candidate may be thoroughly acquainted with his own Office and Component, he is somewhat less familiar with other parts of the Agency.

2. At present our processing of CIA candidates for the senior officer colleges does not include any substantive pre-course training, nor have any general training standards been set as prerequisites for attendance at the senior colleges. There are, however, two regular, OTR-conducted courses which should suffice to ensure adequate familiarity with our own Service. These are the Clandestine Services Review course (CSR) and a new Intelligence Review course (IRC). Each is offered frequently enough to fit the schedules of most candidates.

3. It is recommended, therefore, that when a candidate is notified officially of his selection to attend a senior officer college, he be instructed also that he is expected to take either the CSR or the IRC--whichever is most appropriate to complete his general Agency knowledge--prior to his final OTR briefing and departure to his college. Through this means we can be better assured that our CIA representatives at the colleges are qualified to give a good account of themselves as professional, CIA career officers.

/s/

MATTHEW BAIRD
Director of Training